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PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

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***A108 – Data Conversion Plan Coversheet***

<b>System:</b>	<b>Item Number:</b> A108
<b>Title:</b> Data Conversion Plan	
<b>RFP Reference:</b> Section VI Part 3, O.1	
<b>Date of Submission:</b> <ul style="list-style-type: none"><li>• Draft submission due 5 days before the Requirements Review meeting, including at a minimum Data Conversion Objectives, Data Conversion Strategy, and Source Specifications.</li><li>• Revised draft submission due 5 days before the Critical Design Review meeting, including at a minimum the additional subsections of Destination Specifications, and Intermediate Processing Requirements.</li><li>• Final submission due 5 days before the Development Review meeting, including complete document.</li><li>• If approval of deliverable is contingent on incorporation of changes specified by CDCR, an updated submission incorporating the changes shall be provided within 15 days.</li><li>• Updates as needed.</li></ul>	
<b>Distribution:</b> <ul style="list-style-type: none"><li>• CDCR: 2 copies along with a magnetic media containing MS Office format copy.</li><li>• V&amp;V: 1 copy along with a magnetic media containing MS Office format copy.</li></ul>	
<b>Approval:</b> CDCR written approval is required.	
<b>Comment:</b> Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	

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<b>System:</b>	<b>Item Number:</b> A108
<b>Title:</b> Data Conversion Plan	
<b>Preparation Instructions:</b> The Contractor shall provide this document according to the standards defined in the documentation plan.  The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

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***Data Conversion Plan Template***

**1.0 SCOPE**

**1.1 Identification**

Provide a full identification of the system to which this document applies, including identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

**1.2 System Overview**

Briefly state the purpose of the system to which this document applies. Describe the general nature of the system; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

**1.3 Document Overview**

Summarize the purpose and contents of this document and describe any security or privacy considerations associated with its use.

**1.4 Definitions and Acronyms**

Provide definitions and a list of the acronyms used in the Data Conversion Plan document.

**1.5 Referenced Documents**

List the number, title, revision, and date of all documents referenced in this document. Also identify the source for all documents not generally available.

**2.0 DATA CONVERSION OBJECTIVES**

Describe the overall Objectives to be addressed in the data conversion. Identify the impact of implementing the SYSTEM NAME in terms of data conversion from both paper documents and electronic data. Graphic illustrations of interrelationships are required. The section shall include:

**2.1 Paper Documents**

Describe the paper documents used. Identify the approximate number of records or documents to be converted. Identify the source of the records or documents. Identify the contact point(s) for obtaining the paper documents.

**2.2 Legacy Systems**

Describe the existing systems that the new system replaces or impacts. Provide the name, description of system, and the reason for replacing or impacting that legacy system. Identify who is responsible for the maintenance to that system. Describe the scope of the data conversion for each system.

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**2.3 Error Resolution**

Describe the procedure(s) used to identify errors, resolve the error, and document the error resolution.

**2.4 Archived Data**

**2.5 Analysis and Reporting**

**2.6 Concurrent Operation**

**3.0 DATA CONVERSION STRATEGY**

Describe the conversion effort. Any conventions needed to understand the overall conversion method shall be presented or referenced. Graphic illustrations of interrelationships are required. The conversion method shall include, at a minimum, a subsection for Central Office, the Data Center, and Complete System Implementation.

**3.1 Major Systems Involved**

Identify the source systems, electronic and hardcopy, that are involved. Identify the goals and issues for each source system.

**3.2 Locations Involved**

Identify the locations involved, and the part that location plays in the conversion effort.

**3.3 Conversion Method**

Describe any automated method of conversion that requires minimal intervention from State staff and how hardcopy records will be converted, validated, and loaded into the new system. If part or all of the conversion method depends upon system states or modes, this dependency shall be indicated. Any conventions needed to understand the overall conversion method shall be presented or referenced.

**3.4 Conversion Control**

Describe the means to centrally control the conversion of selected groups (such as conversion of a single organization versus all organizations at once) to one or more functions at a time, or at various times.

**3.5 Conversion Reporting**

Describe the mechanism for identifying and reporting conversion errors.

**3.6 Conversion Reconciliation**

Describe the method to reconcile converted data and differentiate between converted data versus new system data.

**3.7 Conversion Reversal**

Describe the capability to automatically reverse or undo a conversion by conversion group as well as by individuals who move from a converted organization to a non-converted organization.

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**3.8 Conversion Staffing**

Describe the needed roles and number of staff needed for conversion. Identify at a minimum [SYSTEM/VENDOR NAME] contractor, State of California, Verification and Validation, and Quality Assurance staff separately.

**4.0 DATA CONVERSION PREPARATION AND PROCEDURES**

Describe the preparation and procedures for, at a minimum, Central Office, the Data Center, and Complete System Implementation. In addition to the requirements specified below, identify: (a) Activities required to perform file balancing and control, and estimate associated staffing requirements; (b) Parallel file maintenance procedures and controls; (c) Special conversion training, such as conversion data entry, file balancing and control; and (d) The number and type of support staff and required time frames.

**4.1 Source Specifications**

Identify the file and/or database name and description, data source, file structure, conversion rules, dependencies, access requirements, data format, and conversion acceptance criteria for each source. This information is due 5 days before the Requirements Review meeting.

**4.2 Destination Specifications**

Identify the name, data source, access requirements, and data format for each destination. This information is due 5 days before the Critical Design Review meeting.

**4.3 Intermediate Processing Requirements**

Identify the cleansing, validating, and initiating requirements. This information is due 5 days before the Critical Design Review meeting.

**4.4 Data Element Mapping**

Provide a mapping of the source to destination, considering intermediate processing requirements. This information is due 5 days before the Development Review meeting.

**4.5 Data Conversion Tools and Scripts**

Identify the necessary tools and scripts to perform data conversion, intermediate data processing, and loading cleansed data into the destination data repository. Include both automated procedures (conversion programs) and manual procedures (data entry procedures). Define each script necessary. This information is due 5 days before the Development Review meeting.

**4.6 Testing**

Identify conversion verification procedures and activities required for system testing. Identify the testing of tools and scripts, and the validation and verification of resulting test data, in preparation for data loading.

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**4.7 Timeline**

Describe the schedule of activities, to begin shortly after contract award, to complete conversion at implementation.

**5.0 DECOMMISSIONING LEGACY SYSTEMS**

Describe at a minimum: (a) The method and procedures needed to decommission existing legacy systems after the successful implementation of the new system; (b) The impact of decommissioning to all locations.

**6.0 LEGACY SYSTEM UPDATES**

Provide information about any updates to legacy systems that will remain after the production implementation of the new system.